Headquarters U.S. Air Force

I n t e g r i t y - S e r v i c e - E x c e l l e n c e

How to Ace Your Services ASP

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U.S. AIR FORCE

I n t e g r i t y - S e r v i c e - E x c e l l e n c e

Overview
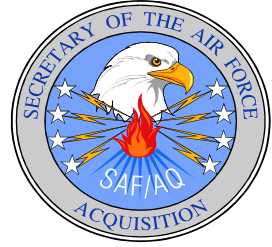
- New Roles

- Keys to Success

- Focus on PBSA

- Areas to Address in ASP

- Documents for ASP

- Common Problems

Roles

- Head of the Contracting Activity (HCA)
  - Chair Acquisition Strategy Panel (ASP) *
  - Approve Acquisition Plan (AP)
  - Source Selection Authority (SSA)
    - Approve Source Selection Plan (SSP)
    - Approve Release of Evaluation Notices and Initiation of Discussions *
    - Approve Release of Request for Final Proposal Revision (FPR) *
    - Source Selection Decision *
  - Clearance Authority
  - Other Approvals/Determinations
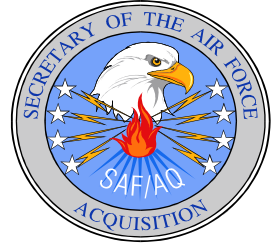 - Award Fee/Term Determining Official (FDO)

* Usually Requires a Brief

Roles

- Designated Official (DO)

  - PBSA Determination

  - Approve non-DoD Contracting

  - Ensure Negotiated Performance Metrics Are Reflected in Contract

  - Post-transition Review *

  - Annual Review

* Usually Requires a Brief

Keys to Success

- Openness – Communicate with all parties, including the Vendor Community

- Team work on the Acquisition – The IPT must include customers, QA, contracting, finance, payment, contract (PCO & ACO), contractors when appropriate

- Site Visits

- PBSA

- Encourage/Require initiative, alternatives, Best Practices. (Bid to Requirement, but offer other in proposal)
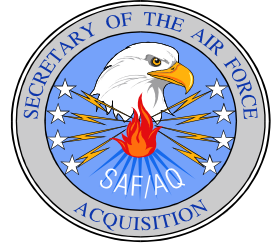
Focus on PBSA

- Requirements Described in Terms of Outcomes or Measured Mission-Related End Results

- Quality Assurance Surveillance Plan and Service Delivery Summary

- Performance Measured by Standards/Thresholds

- Incentives

- Shift Focus From "Contracting" to "Acquisition"

    - Continuing Functional Engagement Essential

- Encourage Use of FAR Part 12 Procedures

- Partner With Industry to Establish a Positive Business Relationship With Contractors

- Firm Fixed Price Contracting Arrangement Preferred

Areas to Address During ASP
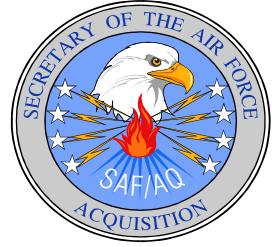
- Program Overview
- Funding Profile
- Market Research – Be Sure to Address Competition and Small Business
- Major Areas of PWS/PRD/SOO/SOW
- Risk Assessment with Mitigation – Be sure to address:
  - Transition Issues
  - Recruitment and Training
  - Strike Plan (Both Contractor and Government)
- Evaluation Criteria with Weighting (Tied to Risks & Significant Discriminators)
- Contract Type/Pricing Structure/CLIN Structure
- Incentives (Tied to Performance Metrics)
- Special Contract Provisions
- Source Selection Teams and Organization
- Approach to Post Award Management
  - QASP/PMP
  - Performance Metrics (Cost, Schedule, Quality of Performance)
  - Number and Training for QAs Assigned to Program
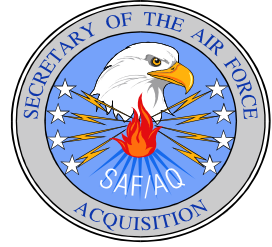- Requested Delegations and Waivers

Documents for ASP

- Draft of Items Required at least Two Weeks Prior to ASP
    - Briefing Charts
    - Draft Acquisition Plan
    - Acquisition Strategy
    - Milestone Schedule–Be sure to include CR, FPR, & SSD Briefs
    - Draft PRD, PWS, SOW, or SOO
    - If Applicable, MNS
    - Any other documents available, e.g., early draft SSP
- The better we understand the requirements and program, the better the decisions

    (We review the documents, discuss them with you, give you time to make changes, review them again, and then pre-brief Mr. Beyland.)

- Early Involvement of Staff Essential to Smooth ASP—get input while preparing the initial documents & thoughts

- You will have action items – and you will be asked how much time you need to complete them.
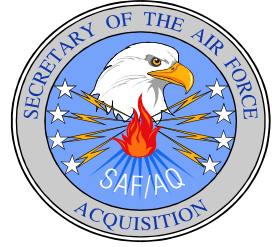
Common Problems
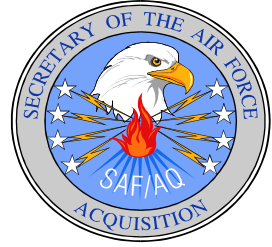
- All Players Not On IPT & Involved Early

- Didn't Read FAR or Supplements for Required Elements

- No or Inadequate Performance/Execution Metrics (What's really important?)

- Do You Have a Strike Plan? Chapter 7/11?

- Adequate # of QA Personnel Assigned? Trained for PBSA?

- Good Risk Assessment with Key Items Tied to SS Evaluation Factors or Subfactors?

Common Problems

- Waivers and Delegations Not Included

- Transitions Plans Addressed? In SS Evaluation?

- Recruitment, Retention, & Training Addressed?

- Cost Realistic, Reasonable, Rational (related to tasks) as Evaluation Criteria?

- Evaluation Criteria—How to get a Blue??